

IRMS Users Google Group

Purpose	2
Google Groups Rules:.....	2
Get Started to join IRMS Google Group:.....	2
Setup Email Preferences	3
Common Issues / Questions:	4

Tap into other IRMS Power Users by becoming a member of the IRMS User Group. It's easy and free!

Purpose:

To stay connected with the IRMS users for any questions, and to share common goals of providing feedback to OBA to improve IRMS application.

Google Groups Rules:

- Only send communications surround IRMS functionality or its related topics.
- Must join the group with corporate email address; if company issue with receiving emails from google group, contact the googlegroup owner(s)/manager(s) to work out the details.
- Respect all members email to the group.
- Group owner / managers have the right to proxy members who do not follow group's rule.

Get Started to join IRMS Google Group:

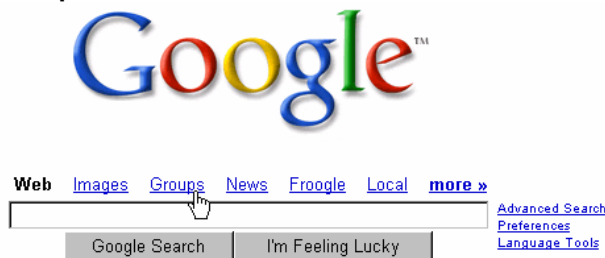
Send an empty email to irms-user-group-subscribe@googlegroups.com to subscribe to the group with the default setting of reading and receiving group's email from your email account.

Or

Sign in and sign up for a Google account to configure your preferences in regards to reading / receiving, browsing history emails from the group, and much more.

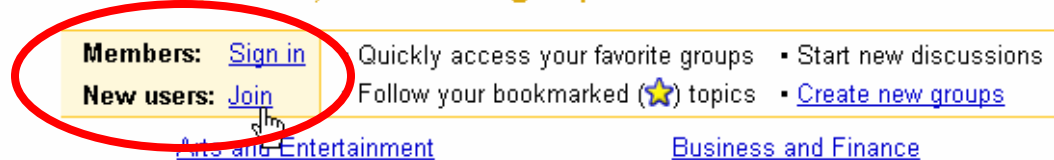
Follow the below steps to access Google group:

1. Launch URL: <http://google.com>
2. Click **Groups** link



3. Click either **Sign in** or **Join** link

Create, search, and browse groups to discuss and share ideas.

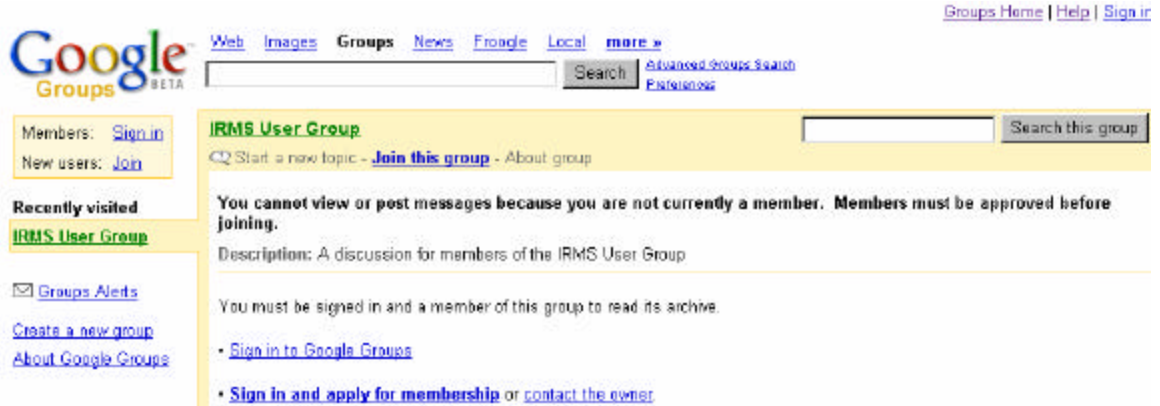


Follow the instructions to fill out the appropriate information and confirm it in order to successfully create a new Google sign-in account. Ensure you use your corporate email address for **"Your current email address"** under the Create an Account page.

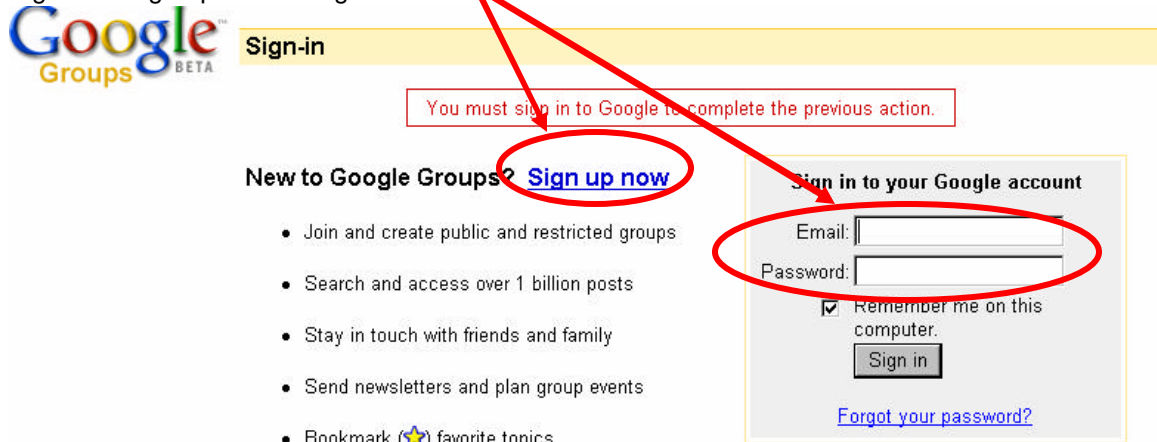
4. Send email to irms-user-group-subscribe@googlegroups.com from your registered email account in step 3 above to join IRMS User Group if not yet done so.

OR

5. Launch URL: <http://groups.google.com/group/IRMS-User-Group> and click **Join this Group** link under the IRMS User Group page.



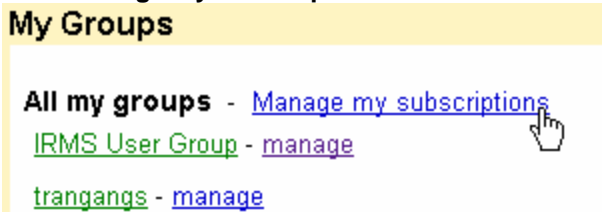
6. Sign in or sign up for a Google account



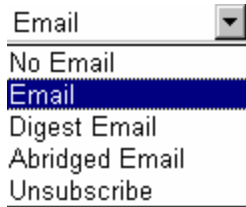
7. Once you send in your subscription, IRMS User Group owner(s)/manager(s) will approve or disapprove your request.
8. Once you have been approved (should be with in a day if you registered with you corporate email address), you should receive an email from noreply@googlegroups.com and IRMS User Group will appear under the **Groups** section of Google after you sign in.

Setup Email Preferences

1. Click **Manage my subscriptions**



2. Select the appropriate values from the list



Common Issues / Questions:

1. I subscribed to the IRMS User Group and am able to receive emails from the group members; however, I am not able to send any email to the group.
 - You may have subscribed to the group with your alias email account. With that said, Google doesn't recognize your main email address. You may need to contact your CIT service/help desk to obtain your main email address. Alias is normally being setup at most companies for easily managing the synchronization for accessing multiple applications internally. For example, **jsmith** is an alias to reference **smith.john** account on the email server. So users can send message to both jsmith@domainname.com or smith.john@domainname.com
2. I am not able to receive any emails sending from IRMS User Group google account.
 - Check your filter on the email server to see if "googlegroups.com" is flagged as spam. If it does, then your email may never get to your email inbox or it may have sent directly to the trash / spam / junk folder.
 - Contact your CIT service/help desk to assist you with allowing emails from "googlegroups.com" to go through.
3. Can I sign up with a non-corporate email address such as my yahoo email?
 - It is easier for the IRMS User Group team to recognize and manage members who registered from their corporate email account. However, if you definitely could not receive any email from googlegroups.com due to company policy (of course, after checking with the appropriate responsible party), then please contact the group owner and we can sign you up.